

5 FAH-2 H-200 THE OUTGOING TELEGRAM

5 FAH-2 H-210 THE OUTGOING TELEGRAM AT POST

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-211 TERMS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. A telegram is a written message addressed and composed in a particular format, converted by a telegraphic processor into an unmodulated electronic signal and transmitted via electronic circuitry to a receiving station. Department of State telegrams are formulated according to Department and military specifications and addressed to other Department missions or U.S. Government organizations.

b. "Outgoing" is defined in reference to the field post where a telegram originates. An outgoing telegram is the text submitted to a communications center for transmission or the subsequent telegraphic record retained at the originating station after the telegram has been sent.

c. See 5 FAH-1, *Correspondence Handbook*, for instructions on how to prepare outgoing telegrams in the Department.

5 FAH-2 H-212 TELEGRAM SUBJECT MATTER

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The Department and other agencies use telegrams to communicate official policies, program activities, personnel and post operations in the most expedient and economical way. To keep telegraphic channels clear for transmitting official information, drafting and approving officers should produce and approve only those telegrams containing substantive, accurate information.

5 FAH-2 H-213 STANDARDS

5 FAH-2 H-213.1 Font, Size And Margins

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. An outgoing telegram should contain 60-62 characters per horizontal line (6 inches of type across), 6 lines per vertical inch. Use 12 point type (size), 10-pitch (10 characters per inch). Set margins for 1" at the top, bottom and left and 1.5" on the right for 8.5x11" paper. Adjust the margins as necessary if using irregularly sized paper, such as A4. Set laser printers for light print because heavy or bold print may cause OCR reading errors.

b. When preparing telegrams on an IBM Selectric typewriter, use the OCR-B or Courier typing head, 10 pitch setting. The optical character reader (OCR) form, Optional Form 191, has preprinted margins of 1" top, bottom and left and 1.5" right.

5 FAH-2 H-213.2 Error Correction

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

Outgoing telegrams prepared with a computer can easily be corrected before printing the final copy, which should be error free. Telegrams prepared with IBM Selectric typewriters should be corrected with the self-correcting tape. The IPC supervisor decides if an outgoing telegram is acceptable for transmission or if it should be returned to the drafter for correction.

5 FAH-2 H-213.3 Prohibited Characters

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. To conform with the parameters of the variety of telegraphic processors used in the Department's telegraphic network, do not use the symbols listed below:

- \ back slant
- { } braces
- [] brackets
- | broken vertical bar
- ^ caret
- ¢ cent sign
- ` grave
- + plus sign

- _ underscore
- ~ tilde
- > greater than
- < less than

b. Use two cross hatches (##) at the end of an outgoing paper telegram form after the chief of mission's name. The double cross hatch should not appear in any other place on the outgoing telegram. Follow the instructions for post's telegraphic processor if telegrams are electronically disseminated or released.

5 FAH-2 H-214 BASIC STRUCTURE

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The basic sections of an outgoing telegram are the pseudo header, telegraphic addresses and text. The pseudo header through the reference line of the text must be typed in capital letters; succeeding text may be typed in upper and lower case. Each line must start flush with the left margin and should not exceed 62 characters. See 5 FAH-2 H-214 Exhibit H-214 for examples of typical outgoing telegrams.

b. The sections below explain the common elements of outgoing telegrams at post and are organized to correspond to where the elements occur in the outgoing telegram.

5 FAH-2 H-215 THROUGH H-219 UNASSIGNED

5 FAH-2 H-214 Exhibit H-214

SAMPLE OUTGOING TELEGRAMS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

CONFIDENTIAL

PROG 12/9/96

AMB: JSMITH

RSO: MJONES

1) DAO:DWILLIAMS, 2) USIS:PSALINGER, 3) AID:HCISNEROS

RSOX DAO USIS AID

APV:

DFT:

CLR:

2.

3.

AMEMBASSY SOFIA

SECSTATE WASHDC, NIACT IMMEDIATE

AMEMBASSY MOSCOW, IMMEDIATE

INFO EUROPEAN POLITICAL COLLECTIVE

LIMDIS

DEPT FOR EUR ONLY JOHN DOE

E.O. 12958: DECL: 1/1/00

TAGS: PGOV, KDEM, BU

SUBJECT: SAMPLE OUTGOING TELEGRAM

REF: A) 98 STATE 1285, B) 98 MOSCOW 674 (NOTAL)

CLASSIFIED BY: AMBASSADOR JANE SMITH; REASON: 1.5 D

1. (U) ALL TELEGRAMS SHOULD BE PREPARED WITH COURIER
FONT, 12 POINT (SIZE), 10 PITCH (10 CHARACTERS PER INCH).

2. (C) THIS EXAMPLE IS MARKED CLASSIFIED FOR EXHIBIT
PURPOSES ONLY. THIS HANDBOOK DOES NOT
CONTAIN ANY CLASSIFIED INFORMATION. SMITH##

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

Continuation - 5 FAH-2 H-214 Exhibit H-214

UNCLASSIFIED
PROG 11/16/96
AMB:DMATTHEWS
ADM:BFRANKLIN
RSO:DHARRY, DAO:GWASHINGTON
ADMX RSO DAO

APV:

DFT:

CLR:

AMEMBASSY PARIS
SECSTATE WASHDC, IMMEDIATE
INFO AMCONSUL STRASBOURG

2.

STADIS

SENSITIVE

NOFORN

STRASBURG FOR CONGEN

E.O. 12958: N/A
TAGS: APER
SUBJECT: POST STAFFING PATTERN

1. THIS IS A SAMPLE OUTGOING TELEGRAM DEPICTING
SBU NOFORN FORMAT, MULTIPLE ADDRESSEES, CAPTIONS
AND THE CORRECT PLACEMENT OF APPROVING, DRAFTING
AND CLEARING OFFICERS IN THE PSEUDO HEADER.

2. THIS EXAMPLE SHOWS THE SPECIAL HANDLING CAPTION
STADIS, WHICH MUST APPEAR AS THE FIRST CAPTION.
STADIS MUST BE CLASSIFIED OR ADMINISTRATIVELY CONTROLLED.
STADIS MAY BE USED WITH EXDIS AND LIMDIS. MATTHEWS##

**ADMINISTRATIVELY CONTROLLED FOR EXHIBIT
PURPOSES ONLY**

Continuation - 5 FAH-2 H-214 Exhibit H-214

CONFIDENTIAL SPECAT EXCLUSIVE

PROG 9/20/96

APV:

AMB:DMATTHEWS

POLAD:RHOLBROOKE

DFT:

1) DCM:LBERNSTEIN, 2) DAO:GBRADLEY, 3) USIS:RWINCHESTER

POLX CONS USIS

CLR:

AMEMBASSY PARIS

SECSTATE WASHDC, IMMEDIATE

2.

AMEMBASSY LONDON, IMMEDIATE

AMEMBASSY TOKYO, IMMEDIATE

INFO EUROPEAN POLITICAL COLLECTIVE, PRIORITY

3.

USCINCEUR VAIHINGEN GE//CMDR/POLAD/CFT//, PRIORITY

EXDIS

MILITARY ADDRESSEES TREAT AS SPECAT EXCLUSIVE

E.O. 12958: DECL: END OF START NEGOTIATIONS

TAGS: PARM, MARR XG

SUBJECT: TALKING POINTS FOR PARIS START TALKS

REF: A) USCINCEUR VAIHINGEN GE DTG 092305Z SEP 96

B) STATE 287540

CLASSIFIED BY: AMBASSADOR DAVE MATTHEWS

REASON: 1.5 A AND B

1. (U) THIS IS A SAMPLE EXDIS/SPECAT EXCLUSIVE OUTGOING TELEGRAM SHOWING THE CORRECT FORMAT FOR SPECAT TELEGRAMS, THE CORRECT PLACEMENT OF HANDLING INSTRUCTIONS AND DECLASSIFICATION INSTRUCTIONS.

2. (C) THIS TEXT IS CLASSIFIED CONFIDENTIAL FOR EXHIBIT PURPOSES ONLY. THIS HANDBOOK CONTAINS NO CLASSIFIED INFORMATION. MATTHEWS##

CLASSIFIED FOR EXHIBIT PURPOSES ONLY